

Transition Advisors Kickoff Meeting for 2019-2020 Minutes

Present: Tina Dave, Desirie Torres, Anthony Moss, Peggy Raun-Linde
Thank you to Tina for hosting us yet again!

A burning need is to find out who are the new hires for Foothill and DeAnza, including GP at DeAnza, so we know who the contacts are that are tasked with working with the Adult School (AS) students. In addition, we will connect each new person with a Work Group. Christian will be in Student Support per Thomas Ray at the August 2019 Leadership Board (LB) meeting.

We discussed the annual plan strategies and the decisions for 2019-2020 made by the Leadership Board at the July 2019 Retreat. We discussed the October 2nd retreat and the idea of planning backward to implement all strategies and achieve the annual plan goals. Leadership Board will attend as well as other leaders such as Jon-Michael Kowertz.

We discussed progress made in the summer. Example, Foothill's desire to utilize the Sunnyvale Campus with a dual enrollment program for HSE and potentially for ESL. We discussed upcoming Principal's meeting where we will discuss what to focus on for Bridge classes and the possibility of joint programs at the Sunnyvale Foothill site. We discussed hiring within the community college district and outreach personnel being hired. Transition Advisors/Counselors (TAs) met Christian Rodriguez whom Felisa Vilaubi took to all three AS sites to make introductions and help Christian see the schools and meet staff. We discussed the new potential that DeAnza could have non-credit ESL in the winter due to the changes in curriculum approval.

We discussed 'calendar' items. Tina provided the handout with dates chosen for DeAnza College. While Tina chose them thinking DeAnza wanted them, they are dates that are desired by MVLA so they stand. She will also consider Foothill dates. The other TAs will add their dates in the next week and get them to Peggy who will compile them and then we can begin thinking about who to involve and contact.

We discussed the message about applying for Promise that was given when Craig and Kanako visited the adult schools. We decided that we need to have pre-meetings with outreach folks to be sure the correct message is relayed as there was not supposed to be a discussion about Promise since most do not qualify. Peggy can help facilitate these pre-meetings.

We discussed the upcoming fairs (CTE fair on 9/20 at Palo Alto from 12-2pm) and MVLA Resource Fair and job and careers (includes colleges) on October 24th from 9-12/12:30. For the Palo Alto Resource Fair, TAs will advertise to the appropriate classes (ESL, CTE, ASE). Peggy will reach out to Randy and Dave C. About sending 2-3 program areas. Key will be to ensure that the presenters understand that some folks do not have residency and/or visa restrictions. Presenters should be able to speak to this. They should also be able to speak to the prerequisites and full timeline needed to achieve the certificates.

For the MVLA Resource Fair, the other Adult Schools will join between 11-12. MVLA classes will cycle through between 9am-12. Tina is also willing to extend the time by 30 minutes if needed. For Palo Alto, Anthony will get pizzas for students. Anthony will create a flyer and send it to all schools. Note: Peggy will reach out to the Census folks and see if they would like to come and have a table at the MVLA fair.

It was decided that the three adult schools will attend DeAnza's Student Welcome on September 20th. Tina stated that Felisa and Christian would be able to be there to welcome AS students. Peggy will reach out to Janie about getting MVLA ASE students involved. The focus will be on ASE students and work readiness students. Peggy will confirm with Felisa that the three schools will participate and ahhh details about connecting students with them at DeAnza. The three schools will then visit Foothill in the Spring as part of the annual MVLA outreach trip. Hi

2 of the 3 TAs will attend the Mission College FAFSA workshop. Anthony will be unable to attend as has testing and is in charge on that day.

TAs will calendar October 2nd for the Leadership Retreat. Peggy will have a goal of monitoring work load developing out of this retreat so that assignment of work is shared and is not lopsided with regard to AS and college counseling staff "to do" lists.

Peggy offered to create a resource page for the transition advisors and their students. The TAs thought this would be a good idea. It will also include the transition checklist along with a downloadable checklist. Note: Peggy will check in with Felisa about the checklist and her meeting with Jon Michael. The resource page will be a one-stop location that will also have all links in case something changes or there are questions about who to contact regarding a student matter. In addition, we discussed defining what "warm handoff" really is and weaving that into the checklist. Peggy will begin work on this now.

The team discussed Naviance. MVLA administration is leaning toward free

resources. Peggy will reach out to them about data and finding a way to get the data needed that is automatically tabulated in reports on Naviance. Anthony would like to utilize Naviance. Desirie is using Naviance.

From the discussions, the following will be on Peggy's to-do list:

1. Peggy will reach out to Sandy C of MVLA to see if she would like to join Professional Development, Student Support or Curriculum. She was on the sub-committee for PD and Peggy will explain how things have morphed since last we met and the need for pathways PD.
2. Peggy will reach out to Carvette to see if she is joining curriculum; Desirie believes that she is.
3. Peggy will reach out and find out where we are with AB705 and whether the ESL placement tests will continue.
4. Peggy will reach out to Dave Hoshiwara and Alex Scott about Anthony's desire to use Naviance. Anthony would need approximately 50-100 licenses and he would use it with the Transition class enrolled. Peggy will reach out to Brenda and Julie about the data need listed above and the need for their site to decide on an interest inventory and a career exploration activity similar to what is in Naviance if they do not want to purchase Naviance. This is a high priority and really needs to be purchased asap for those going to use it who do not currently have it.